

Title:	Effective Date:	Grade:	Job Category:
<b>Transportation Study Coordinator</b>	May 20, 2011	XIV	Technician
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Transportation Study Coordinator	October 18, 2010	XIV	1 of 1

#### *CHARACTERISTICS OF WORK*

Under the direct supervision of the Staff Planning Engineer, this position is responsible for managing either the Arkansas Safe Routes To School Program or the Recreational Trails Program in Arkansas.

#### *EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

#### *FOR SAFE ROUTES TO SCHOOL PROGRAM:*

- Work closely with schools and other organizations to develop educational programs that would encourage children to safely walk or ride their bicycles to school.
- Coordinate with schools, local governments and other agencies to develop infrastructure projects that would allow children to safely walk or ride their bicycles to school.
- Administer all Safe Routes To School expenditures in Arkansas.

#### *FOR RECREATIONAL TRAILS PROGRAM:*

- Coordinate with local governments, non-profit volunteer organizations and other entities to establish recreational trails.
- Administer all Recreational Trails Program expenditures in Arkansas.

#### *MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in engineering, transportation planning, or related field. Outstanding verbal and written communication skills. Ability to effectively communicate with local officials, consultants, and the general public. Ability to interpret and apply the Department's local project administration policies and procedures. Knowledge of the Safe Routes To School Program or the Recreational Trails Program.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*